



Non-State Capital Outlay Training Manual

Chapter 12: Furniture, Fixtures and Equipment Purchase

costs, including material quantities, material costs, taxes, insurance, employee benefits, other related costs, profit and overhead.

Change orders must be approved by FP&C in order to be eligible for State participation.

Miscellaneous

Miscellaneous costs associated with the approved project can be eligible for State participation, up to the amount listed in the cooperative endeavor agreement project budget.

State disbursements for Miscellaneous costs cannot exceed 5% of the construction cost.

State funds can be used for actual capital project costs including, but not necessarily limited to laboratory testing services, recordation fees, advertisement for bids, environmental assessments, surveys, geotechnical investigations, supplemental resident inspection, builders risk insurance and other such similar costs determined by FP&C to be allowable. FP&C payments for Miscellaneous costs cannot exceed 5% of the construction cost.

All Miscellaneous services where State funds will be used for payments must be done under written contracts. Copies of executed written contracts must be submitted to FP&C prior to or concurrent with associated Request(s) for Disbursement (see Figure 1). Faxes will not be accepted. The final product of a professional contract must be provided to FP&C in order for funds to be disbursed when the fee is greater than or equal to \$25,000.

Contracts executed prior to the date of the cooperative endeavor agreement, or prior to the date cash was made available for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.

If desired by the non-state entity, FP&C will provide courtesy reviews of draft contracts in order to confirm that costs will be eligible for State participation.

Equipment

Actual, reasonable costs for moveable equipment/furnishings required for the project can be eligible for State participation. FP&C references State purchasing contract prices in determining the reasonableness of equipment costs, and the amount eligible for State participation. Some items that are not eligible for State participation include rolling stock (e.g., automobiles, tractors, etc.), supplies, computers, and telephones.

Prior to procurement, it is a good idea to submit the equipment lists to FP&C for confirmation of eligible items.

All equipment purchases where State funds will be used for payments must be done under written contracts or purchase orders. When purchasing equipment through State contract, copies of the equipment list and executed contracts or purchase orders must be submitted to FP&C prior to or concurrent with the associated Request for Disbursement (see Figure 1). Faxes will not be accepted. If desired by a non-state entity, FP&C will pro-

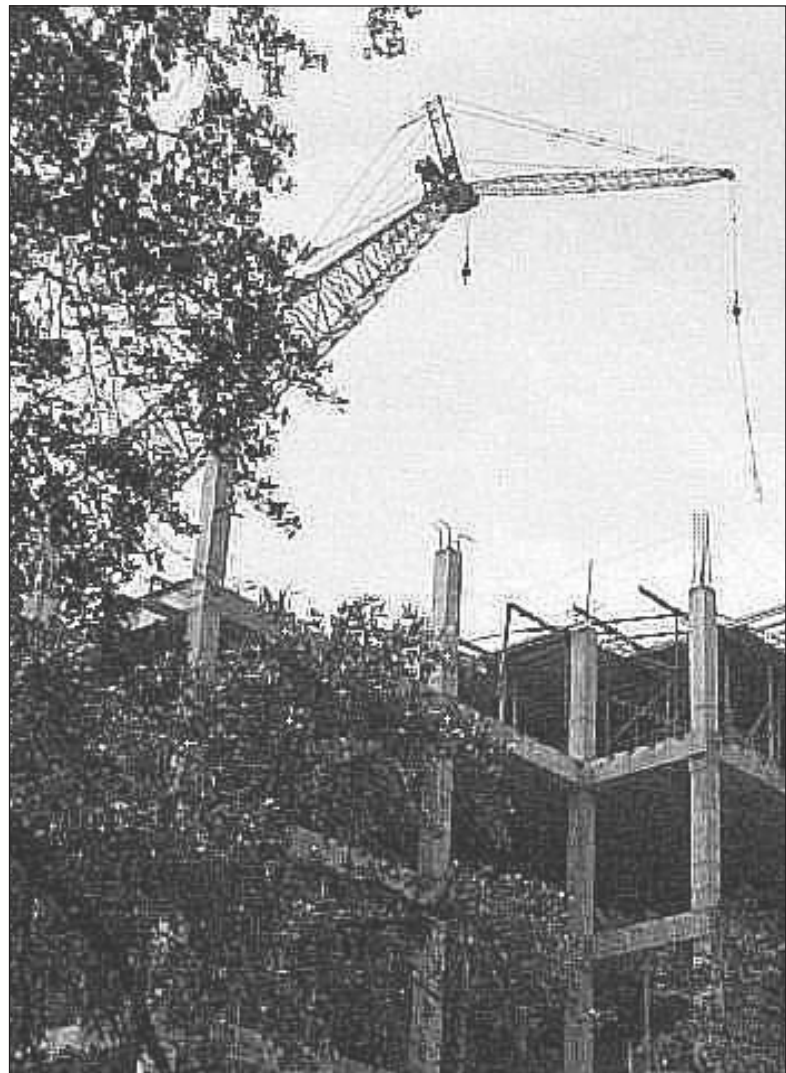
vide courtesy reviews of draft contracts or purchase orders prior to procuring the equipment in order to confirm that costs will be eligible for State participation. *When procuring equipment through State contract, non-state entities are strongly encouraged to submit the equipment lists for FP&C review prior to procurement.*

If equipment is to be procured through a bidding process, FP&C must be provided the following information prior to a non-state entity accepting a bid:

- ☐ Equipment list (with specifications, if applicable)
- ☐ Certified proof of publication of advertisement for procurement
- ☐ Certified tabulation of bids or quotes with recommendation for acceptance
- ☐ Certification that the procurement was in accordance with Public Bid law

This information must be provided through a Request for FP&C Concurrence in Equipment Purchase form (see Figure 4), with the required information attached. Faxes will not be accepted. FP&C must concur in acceptance prior to the actual acceptance. *If equipment procurement is by bidding and a contract or purchase order is executed prior to FP&C concurrence, then the costs are not eligible for State participation.* After FP&C has concurred in acceptance, and the equipment is obtained, requests for FP&C payments for equipment costs must be made with a Request for Disbursement form(s) (see Figure 1).

Whether procuring equipment through State contract, or through bidding, contracts or purchase orders executed prior to the date of the cooperative endeavor agreement, or prior to the date cash was made available for the State appropriation, are not eligible for State participation. For unconditional General Fund Direct monies and NRP bonds, the date cash is made available is the date the Capital Outlay Act is approved. For General Obligation bonds, the date the cash is made available is the date the Bond Commission approves a cash line of credit.



Key Points

Request for FP&C Concurrence in Equipment Purchase

This includes moveable equipment and construction materials

FP&C Concurrence in Equipment Purchase form

- Equipment list (with specifications, if applicable) to understand the use of the equipment/materials, the quantities, the timing of the purchases. Also can check for closed specifications.
- Proof of advertisement (if applicable): certified statement by publisher and copy of ad
 - Check against Public bid law requirements [R.S.38:2212.1(B)(1) and (2)]
 - Published two times
 - First ad not on a Saturday, Sunday, or legal holiday
 - First ad at least 15 days prior to bid opening
- Certified tabulation of bids and recommendation for acceptance by authorized representative
- Certification that procurement meets public bid law by authorized representative
 - Less than \$10,000 public bid law does not require 3 quotes, but FP&C prefers
 - \$10,000 to less than \$30,000 must have 3 quotes (prefer fax quotes)
 - \$30,000 or more shall be advertised and let to lowest responsible bidder
- Form must have original signature of authorized representative

Request for FP&C Concurrence in Equipment Purchase
(Required if equipment is to be procured through a bidding process)

Project Number: 50-MZZ-11-01	Grantee: Town of Marais
Project Name: Fire Station Expansion, Acquisition, Planning and Construction (Evangeline)	Contact Person: Mr. Placide Guidry, Mayor
	Phone Number: (318) 123-4567

To be completed by the Town of Marais

The following information is attached and Town of Marais requests FP&C's concurrence in purchasing equipment

from **Bayou Furniture, LLC** in the amount of \$ **14,800.00**
(Supplier) (Total Bid)

- ☒ Equipment list (with specifications, if applicable)
- ☒ Certified proof of publication of advertisement for procurement
- ☒ Certified tabulation of bids or quotes with recommendation for acceptance
- ☒ Certification that the procurement was in accordance with the Public Bid Law

Grantee:

Mayor Placide Guidry
(Signature)

Date: **01/04/2012**

Mayor Placide Guidry
(Type or Print Name)

To be completed by FP&C and returned to the Town of Marais

☐ FP&C concurs with the equipment purchase
(Town of Marais must submit a Request for Disbursement Form to draw from State funds)

☐ FP&C does not concur with the equipment purchase
Reason:

(Town of Marais must resolve and then submit another Request for FP&C Concurrence for the equipment purchase)

☐ FP&C concurs with the equipment purchase, with exceptions (see attachment)

Project Manager:

(Signature)

Date:

Remit to: (Assigned Project Manager)
Facility Planning & Control
LA Division of Administration
Post Office Box 94095
Baton Rouge, La. 70804-9095

Thank you for your cooperation!